

GREATER BOERNE
CHAMBER OF COMMERCE

EST. 1926

Boerne
Bliss

City of



CITY HALL NEEDS ASSESSMENT
AND CONCEPTUAL DESIGN 2016

Boerne

BOERNE CITY CAMPUS

CITY HALL + PUBLIC LIBRARY

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A CKNOWLEDGEMENTS

Our grateful appreciation is given to all who participated in this Needs Assessment and Preliminary Design process for the new Boerne City Hall. Your conscientious and thoughtful input has led to the information presented in this document. It is our hope that this will lead to a successful and effective new home for the City of Boerne, Texas.

CITY OF BOERNE

City Administration

Ron Bowman
Jeff Thompson
Linda Zartler

City Manager
Deputy City Manager
Assistant City Manager

City Council

Michael D. Schultz
Ron Cisneros
Jeff Haberstroh
Nina Woolard
Charlie Boyd IV
Christina Bergmann

Mayor
Mayor Pro Tem
Council Member District 1
Council Member District 2
Council Member District 3
Council Member District 5

Design Team

Randall Scott, AIA
Greg Conaway, AIA
Vance Lazar, AIA
Preston Scott

Founding Principal
Sr. Vice President/Project Manager
Assoc. Vice President/Project Architect
Project Coordinator



EXECUTIVE SUMMARY

NEW CITY HALL JUSTIFICATION

The administrative offices for the City of Boerne are currently housed in eight separate buildings.

Located at 402 E. Blanco Road the primary City Hall building is an aging and inefficient two story structure that formerly served as the City High School. Behind the main building sit numerous temporary buildings housing various departments, an older stone building directly adjacent to the main city hall, and a one story office building housing Public Works located immediately west of the main building.

City staff currently work in this overcrowded and disconnected environment. The existing space lacks adequate office and work space, has insufficient conference space, no council chamber, and inadequate rest room facilities.

The current site has less than 125 parking spaces and presents challenges to those with accessibility needs. Recognizing the need for a modern unified facility center for Boerne's staff and citizenry, Council authorized this Needs Assessment and Conceptual Design to begin the process of replacing the City's outgrown facilities.

LOCATION

The City of Boerne owns an excellent site for the new building. It is located on the new City Campus on the northeast corner of N. Main Street and Johns Road. East of Main Street, Johns Road provides access to the Patrick Heath Library. Main Street as suggested by its name, is the primary thoroughfare in Boerne. The City Hall will be sited along Main Street at the City Campus site, and will thus become the prominent icon at the north end of the Hill Country Mile. At this location, the new City Hall will create potential for other new development along the north end of the Hill Country Mile corridor.

The site is large enough to accommodate the proposed building, 207 additional parking spaces beyond the 99 current Library parking spaces, a civic/festival lawn, and a pedestrian promenade to the Patrick Heath Library. The lawn and promenade will lie along the north side of Johns

Road allowing the City Hall and Library to exist in park-like surroundings. The parking numbers represent a significant improvement over the parking at the current City Hall. The site, though not flat, allows for an easily accessible facility. Looking at aerial views of the City, it is easy to determine that no other site could provide all of these advantages.



EXECUTIVE SUMMARY

MULTIPLE FUNCTIONS LOCATED AT THE NEW CITY HALL

The new City Hall building is proposed to house numerous City departments and public spaces.

FIRST FLOOR:

- Main Building Lobby/Great Hall
- Council Chambers, Executive Conference Room, and accessory spaces
- Customer Service
 - Utility Billing and Payments
 - Meter Techs
 - Mail Room
- Information Technology
- Special Projects/Special Events
- Staff Training Room

SECOND FLOOR:

- Public Works
- Planning
- Code Enforcement
- Employee Breakroom

THIRD FLOOR:

- City Administration
- City Secretary
- City Attorney
- Economic Development
- Communications/Public Relations
- Human Resources
- Finance

The building includes a 2 story Lobby/Great Hall to allow public areas to be easily and quickly identified upon entry.

Initially, consideration was given to including the Convention and Visitors Bureau in the new City Hall but , ultimately it was determined that the CVB would remain in its current location.



EXECUTIVE SUMMARY

PROJECT OVERVIEW

The building is anticipated to open in 2018 with approximately 44,500 gross square feet on three floors. It will house 87 employees plus public visitors to the various departments and adequate conference space.

One hundred citizens will be accommodated in the Council Chambers with overflow space in the Great Hall and the Training Room. Overflow spaces will have audio and video connection to the Council Chambers. The building will accommodate a measured amount of growth through the City's 2015 needs. The programmed area for year 2035 does not predict the need for much additional space beyond those for 2025.

Nevertheless, the site can easily accommodate future additions on the north and south ends of the building should the space become necessary.

The proposed design zones the required space on three distinct floors. Functions requiring the most public interaction, such as the Council Chamber and Customer Service Department, are on the first floor zone. This allows quick easy access to the largest number of building users. The second



floor houses departments with lower public access needs such as, Public Works, Planning, and Code Enforcement. Finally, the third floor is zoned to house the City's Administration, Human Resources, Communications/PR, and Finance Departments. These functions require the least amount of public access and exist on the quieter and more private third floor. On all floors, the primary points

of access to departments and vertical circulation are located close to the central Lobby/Great Hall so that once a visitor arrives on the correct floor their destination can be quickly identified.

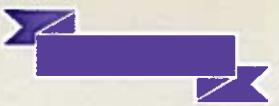
The exterior design, as more thoroughly described later in this document, is proposed to be of natural limestone from nearby sources, zinc cladding to pay respect to the Library, and galvanized standing seam metal roofing. This design approach will compliment the historic German heritage of the Hill Country, as well as the more recently designed Library Building.

ESTIMATED CONSTRUCTION AND TOTAL PROJECT COST

Government administration buildings, City Halls, need to instill civic pride and stature. The building should reflect the importance of government to its citizens and to developers who will contribute to the quality of life in the City.

RSA's recent experience with a number of similar sized municipal administration projects indicate that the Construction Cost (only) for a project of this quality and size range will the range between approximately \$12,237,500 to \$15,575,000.

This range allows for varied levels of quality, finish, and construction type that can be applied to the final design of the building. It includes the cost of building construction only inclusive of on site improvements such as parking, landscape, and irrigation. The Construction Cost includes items that are directly associated with the building and site improvements. Typically, we describe this as items



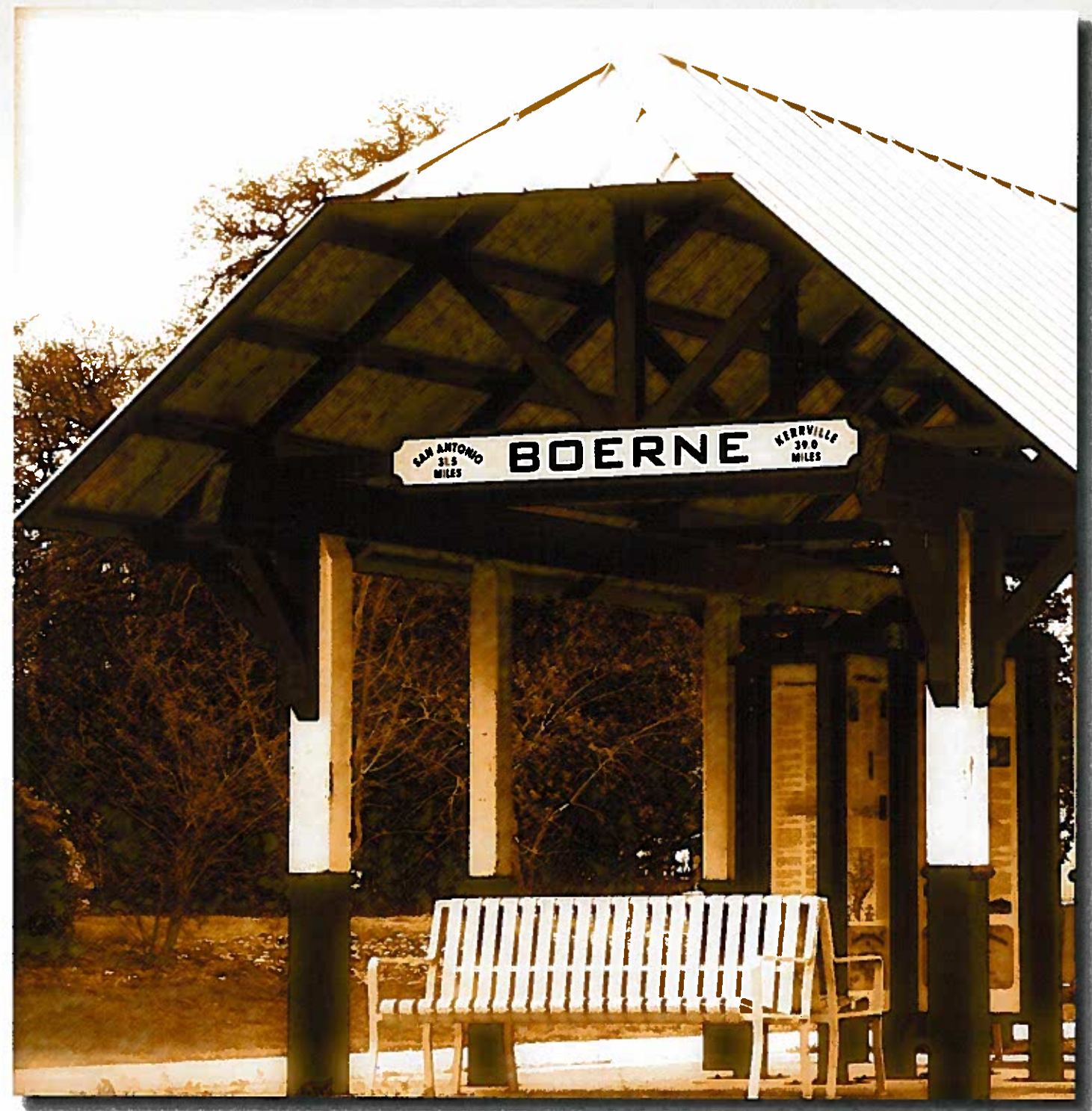
EXECUTIVE SUMMARY

that are physically attached to the building or the site. Owners generally establish what we refer to as the Construction Cost Limitation (CCL) for this portion of the project, i.e. the construction budget.

At this time we are not aware of any off-site improvements that would be needed for this project. Offsite improvements would be things like public road improvements, extending public utilities to the building site, or off-site detention. Based on information provided to RSA at this point, it is our understanding that all necessary utilities are available at or within the site boundaries. The Construction Cost amount given above would not include any off-site improvements.

The Pedestrian Promenade and its associated amenities between the City Hall and Library Building are provided as a conceptual solution to the linkage and communitization between these two buildings. The cost of the Promenade and associated amenities are not included in the above construction costs and would need to be budgeted separately.

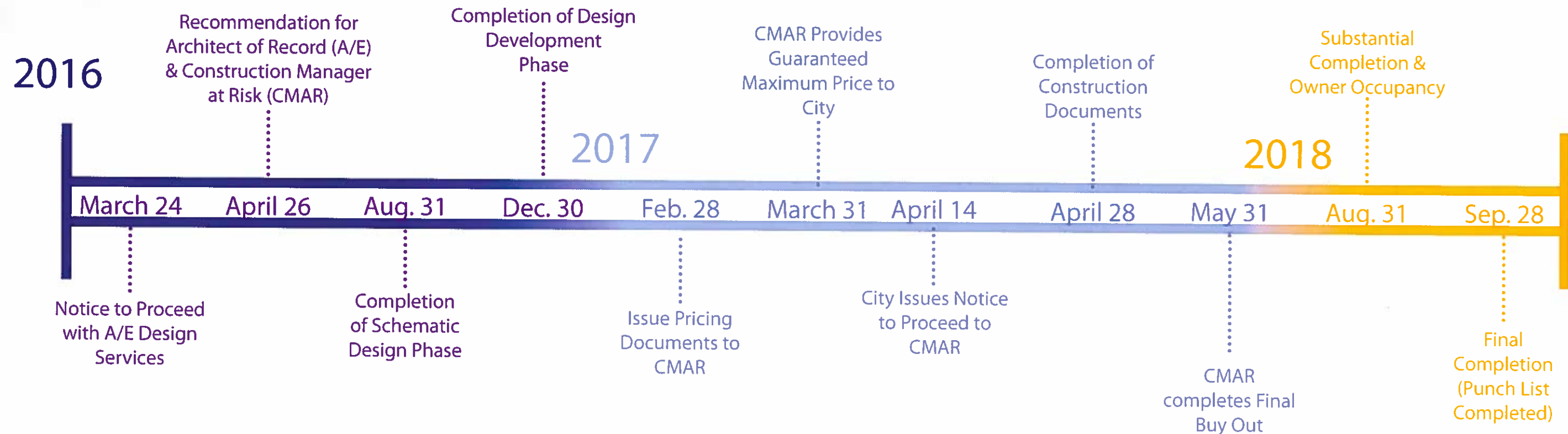
In addition to the Construction Cost defined above are other costs that are directly associated with the project. These other project costs, along with the Construction Cost comprise the Total Project Cost (TPC). These other costs include furniture, fixtures, and equipment (FFE) often described as loose furniture, and equipment. TPC includes related soft costs such as design fees, regulatory and permitting fees, geotechnical investigation, site survey, environmental studies, traffic studies, material testing, and project contingency. Based on the Needs Assessment, Program of Requirements, and Conceptual Design done to date, RSA anticipates a TPC range of between \$15,908,750 and \$20,247,500. However, based on what we know about the project scope and requirements we would expect it to be on the higher end of this range.



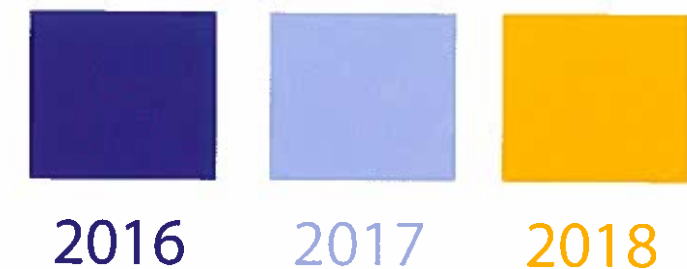
EXECUTIVE SUMMARY

PROJECT SCHEDULE

Assuming this Needs Assessment is accepted and Council proceeds immediately with the project and anticipates that Notice to Proceed for A/E design services is issued before the end of April, RSA anticipates the Preliminary Project Schedule to be as follows:



Assuming this schedule, the building would be delivered to the City of Boerne for its occupancy on August 31, 2018, the date of Substantial Completion. A final punch list would be issued by the Architect at that time and the Contractor would continue to work toward Final Completion for 30 more days. At the date of Substantial Completion, the City of Boerne becomes responsible for insurance, utility, and other operational costs; installs its furniture, fixtures, and equipment; moves its personnel into the building; and begins operations.



N EEDS ASSESSMENT PROCESS

The Needs Assessment process employed by Randall Scott Architects is one that involves gathering input from those who know most about the workings for the City of Boerne. RSA met with personnel from all City departments that were proposed to be housed in the new City Hall. The RSA programming team initially gathered information about each user's work and processes. RSA distributed questionnaires that asked each group to provide data on staffing, support functions, adjacencies, and other needs both for their department and for the overall facility. Each group quantified its current and projected staffing for FY 2018, 2025, and 2035. Where necessary, discussions touched on current operations processes (such as paper vs. virtual information storage) and whether those could or should be modified.

The information obtained from the questionnaires and our initial meetings was compiled into a facility program spreadsheet that projected the building size and the number of employees for the assumed 2018 opening date. It included growth projections for FY 2025 and 2035. This draft program was shared with City administration and staff for review and confirmation.

With the above draft facility program, a second round of programming focus group meetings were held with each user group. Each was asked to verify the information in the draft document. At the same time City Administration was able to look at the overall projections and suggest modifications aimed at achieving more efficient use of space. The results of the updated metrics from these meetings were compiled into the final Program of Requirements which is provided on the following pages.



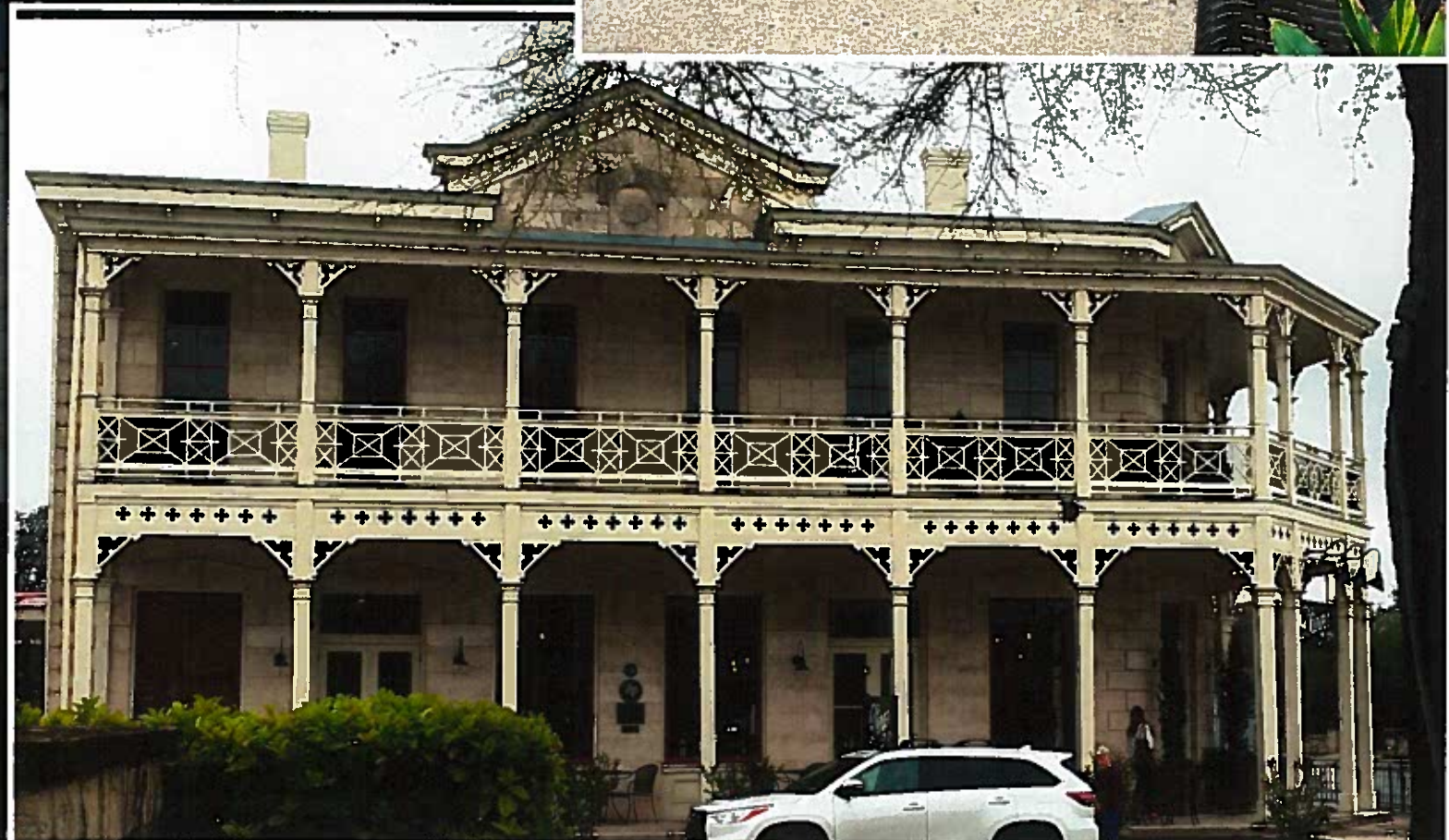
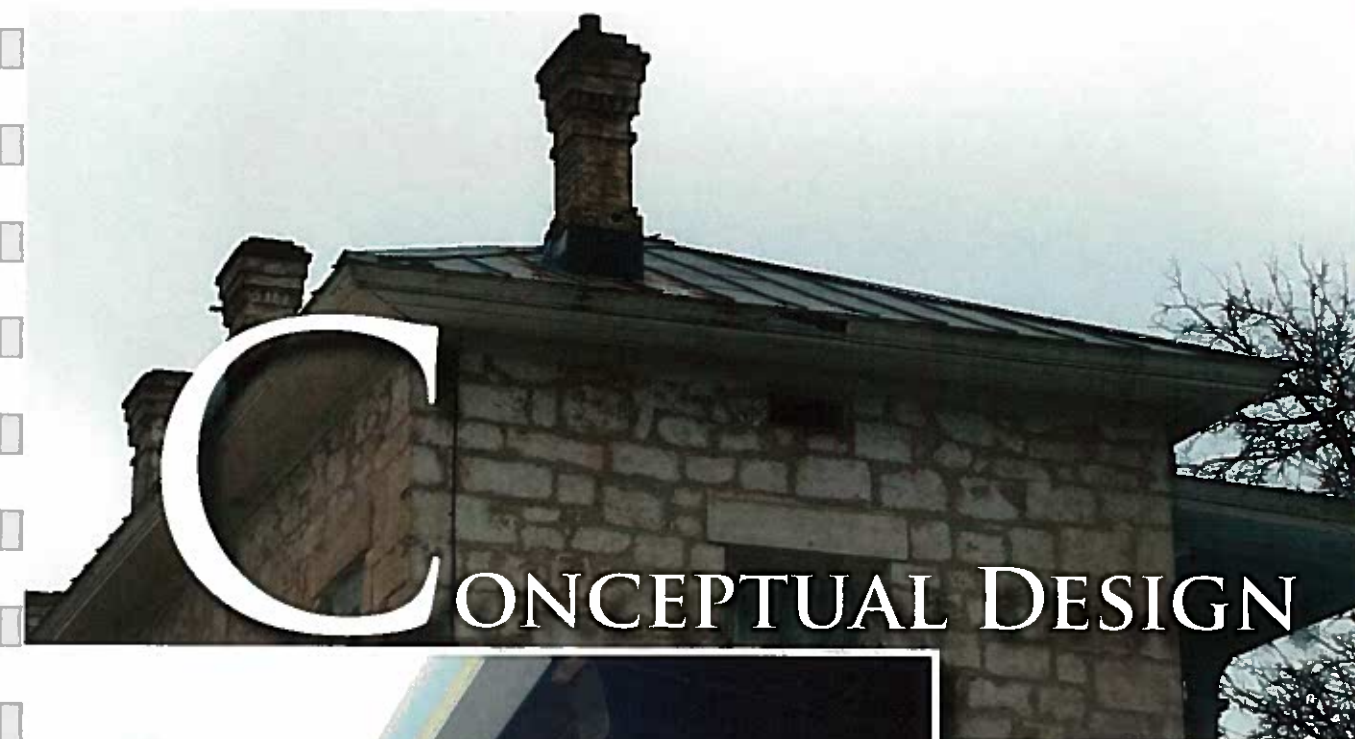
P ROGRAM OF REQUIREMENTS

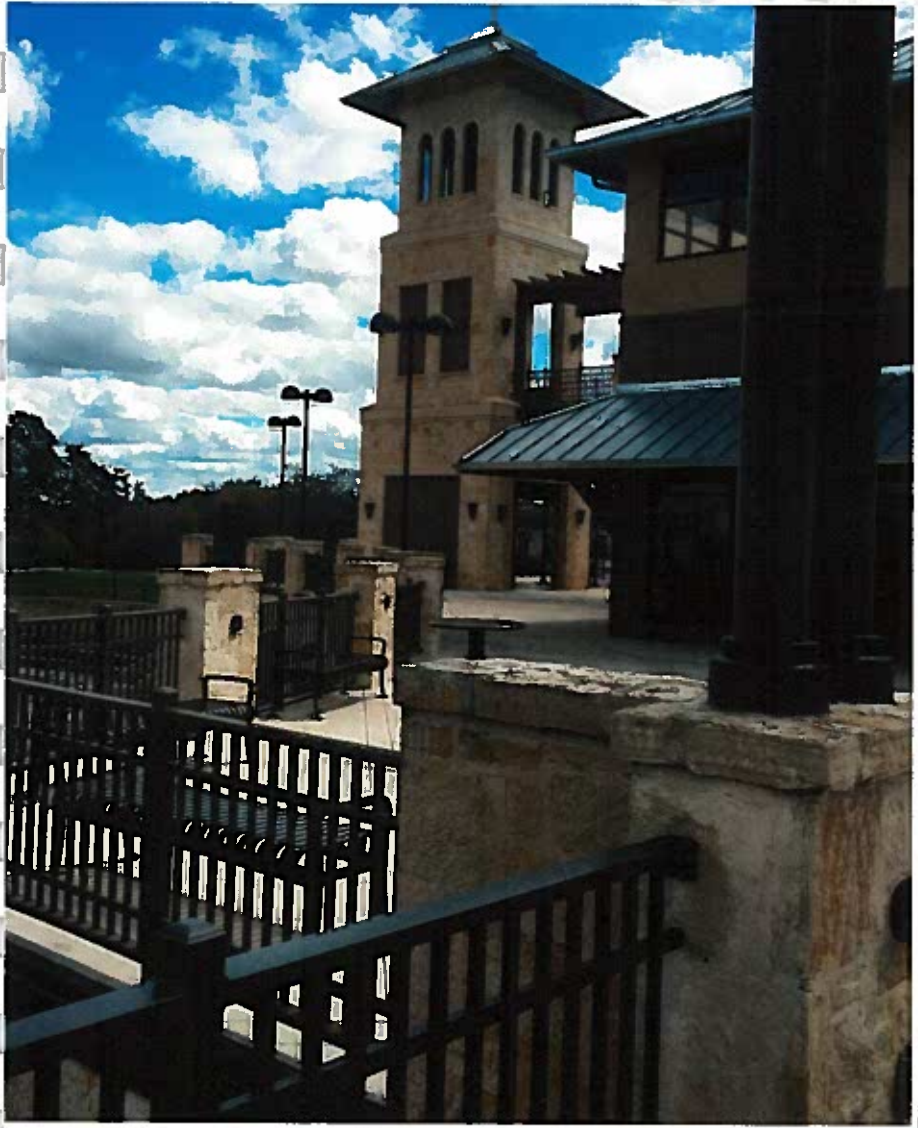
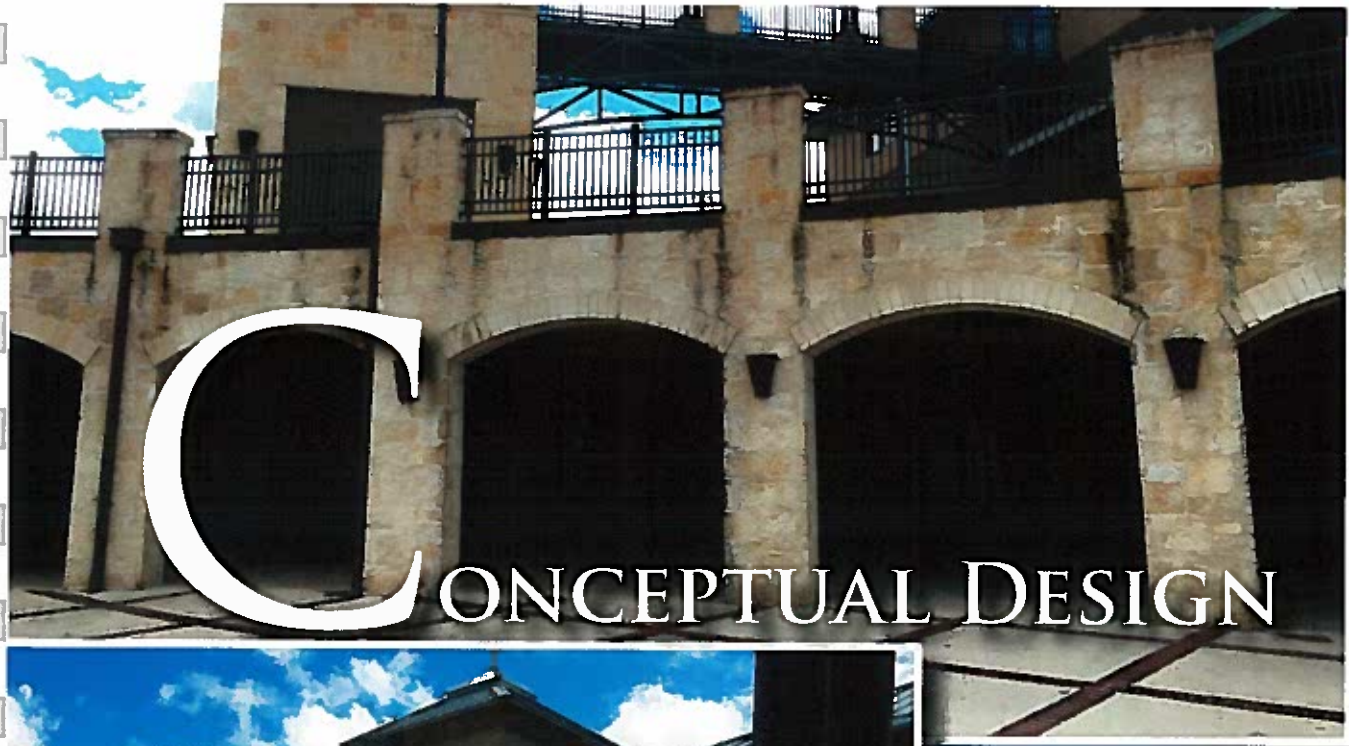
FLOOR/ Department	Program Area (SF)				Conceptual Design + Future Program (SF)				Staff Positions (FTE)					
	Program Move in Year 2018				Year 2018 per Plans		Future		Program Move in Year 2018			Year 2018	Future Growth	
	Grossing Factor ¹	Program Year 2018	Program Expansion	Total 2018 Program	Grossing Factor ²	Conceptual Design	Total Year 2025	Total Year 2035	Program Needs	Program Expansion	Total 2018	Conceptual Design	Year 2025	Year 2035
FIRST FLOOR														
City Council	16%	3,907	-	3,907	13.0%	4,483	4,483	4,483	0	0	0	0	0	0
Customer Service/Utility Billing	25%	2,221	256	2,478	20.4%	2,363	2,568	2,670	9	1	10	10	12	13
Customer Service/Meters	25%	538	-	538	0.7%	437	437	437	3	0	3	3	4	4
Information Technology	25%	1,251	303	1,554	8.0%	1,331	1,449	1,449	6	2	8	8	9	9
Special Projects/Special Events	25%	330	109	439	29.1%	453	453	453	2	1	3	3	3	4
Finance Purchasing	25%	198	-	198	3.2%	163	163	163	1	0	1	1	1	1
Unassigned Shell Area ³			433	433		433								
Public Support	7%	4,745	-	4,745	3.5%	4,433	4,559	4,559	1	0	1	1	1	1
Staff Support	7%	1,649	-	1,649	2.2%	1,454	1,454	1,454	0	0	0	0	0	0
Building Support	7%	524	-	524	1.8%	444	444	444	0	0	0	0	0	0
FIRST FLOOR DEPARTMENT TOTAL (Department Gross Areas)		15,363	1,101	16,464		15,994	16,010	16,112	22	4	26	26	30	32
Building Grossing Factor	10%	1,536	110	1,646	13.1%	2,089	2,091	2,104						
TOTAL FIRST FLOOR Departments (Floor Gross Area)		16,899	1,211	18,110		18,083	18,100	18,216						
SECOND FLOOR														
Public Works	25%	3,278	436	3,714	24.8%	3,594	3,594	3,594	13	3	16	16	16	16
Planning	25%	943	720	1,663	28.7%	1,723	2,038	2,321	6	3	9	9	11	13
Code Enforcement	25%	1,846	-	1,846	20.0%	1,681	1,783	1,910	6	0	6	6	7	8
Public Works/Planning/Code Enforcement Shared Support	25%	923	-	923	1.3%	972	972	972	0	0	0	0	0	0
Unassigned Shell Area ³			880	880		880								
Public Support	7%	1,359	-	1,359	5.0%	1,300	1,300	1,300	0	0	0	0	0	0
Staff Support	7%	580	-	580	2.8%	773	773	773	0	0	0	0	0	0
Building Support	7%	161	-	161	16.7%	231	231	231	0	0	0	0	0	0
SECOND FLOOR DEPARTMENT TOTAL (Department Gross Area)		9,088	2,036	11,124		11,154	10,691	11,102	25	6	31	31	34	37
Building Grossing Factor	10%	909	204	1,112	16.9%	1,884	1,806	1,875						
TOTAL SECOND FLOOR (Floor Gross Area)		9,997	2,240	12,237		13,038	12,497	12,977						
THIRD FLOOR														
City Administration														
City Manager	25%	2,686	558	3,244	17.9%	3,149	3,149	3,149	10	3	13	13	13	13
City Secretary	25%	438	73	510	19.9%	567	567	567	3	1	4	4	4	4
Administration Support	25%	869	150	1,019	19.9%	1,253	1,253	1,253	0	0	0	0	0	0
Communications/Public Relations	25%	171	-	171	19.9%	142	420	505	1	0	1	1	4	5
Finance	25%	1,751	561	2,313	21.9%	2,200	2,464	2,464	7	2	9	9	11	12
Human Resources	25%	781	331	1,113	17.7%	1,015	1,015	1,015	1	2	3	3	3	3
Public Support	7%	1,359	-	1,359	11.0%	1,303	1,303	1,303	0	0	0	0	0	0
Staff Support	7%	39	-	39	1.4%	221	221	221	0	0	0	0	0	0
Building Support	7%	161	-	161	0.0%	194	194	194	0	0	0	0	0	0
THIRD FLOOR DEPARTMENT TOTAL (Department Gross Area)		8,254	1,673	9,927		10,044	10,586	10,671	22	8	30	30	35	37
Building Grossing Factor	10%	825	167	993	17.9%	1,799	1,896	1,911						
TOTAL THIRD FLOOR (Floor Gross Area)		9,080	1,840	10,919		11,843	12,483	12,583						
Massing changes required to create the Exterior Design						1,540	1,540	1,540						
BUILDING TOTAL (Gross Area)		35,976	5,290	41,266		44,504	44,620	45,315	69	18	87	87	99	106

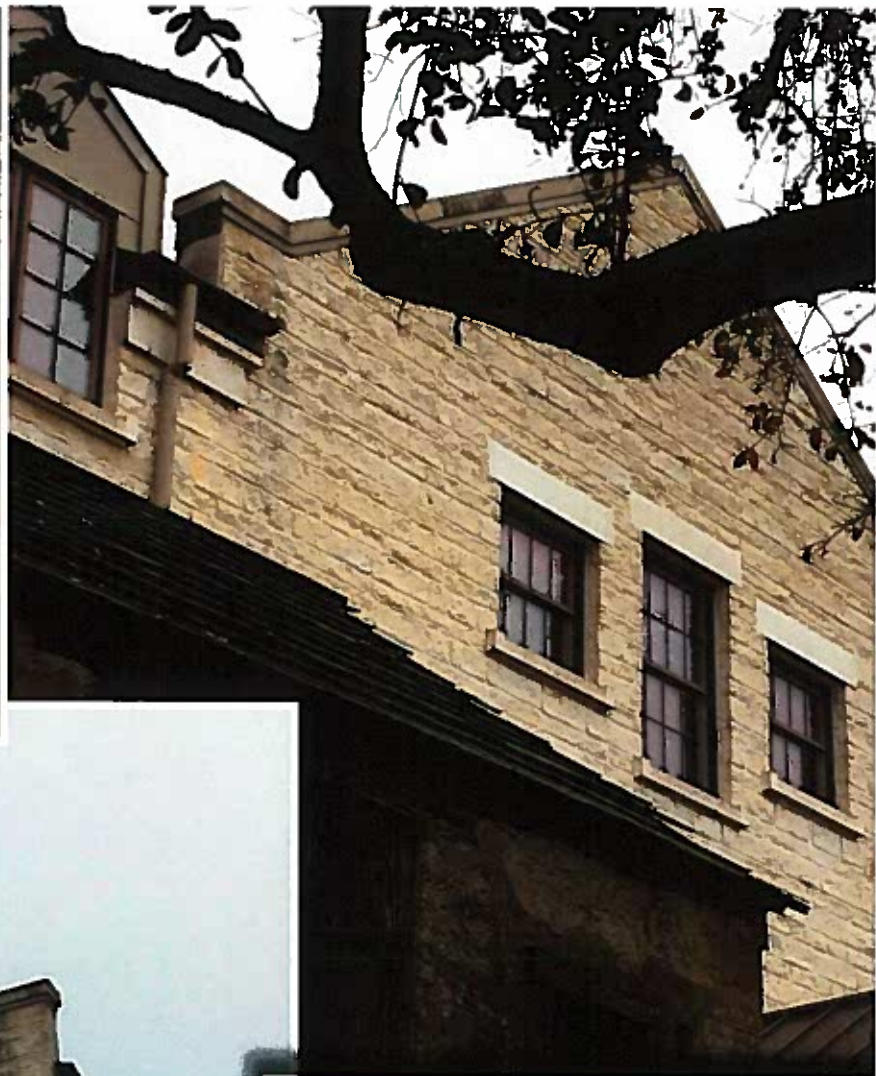
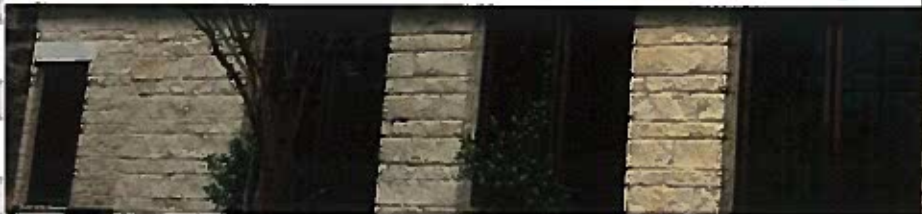
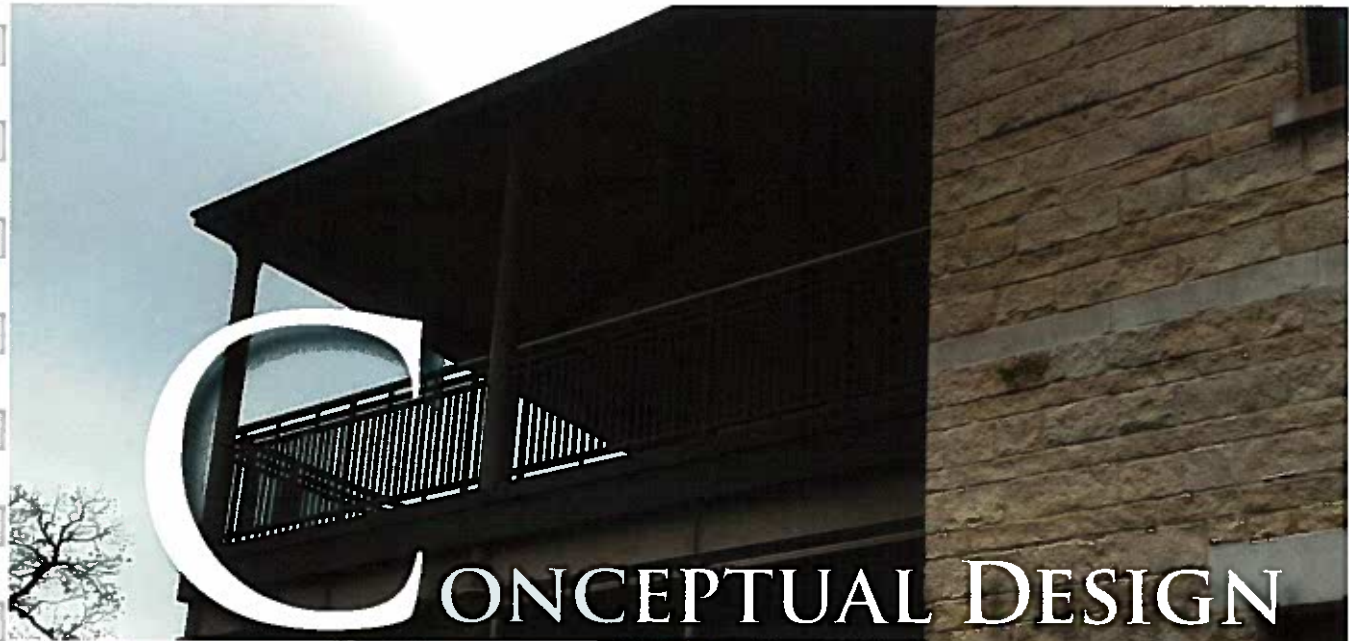
Staff Positions (FTE)					
Program Move in Year 2018			Future Growth		
Program Needs	Program Expansion	Total 2018	Year 2018 Conceptual Design	Year 2025	Year 2035
0	0	0	0	0	0
9	1	10	10	12	13
3	0	3	3	4	4
6	2	8	8	9	9
2	1	3	3	3	4
1	0	1	1	1	1
1	0	1	1	1	1
0	0	0	0	0	0
0	0	0	0	0	0
22	4	26	26	30	32
13	3	16	16	16	16
6	3	9	9	11	13
6	0	6	6	7	8
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
25	6	31	31	34	37
10	3	13	13	13	13
3	1	4	4	4	4
0	0	0	0	0	0
1	0	1	1	4	5
7	2	9	9	11	12
1	2	3	3	3	3
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
22	8	30	30	35	37
69	18	87	87	99	106

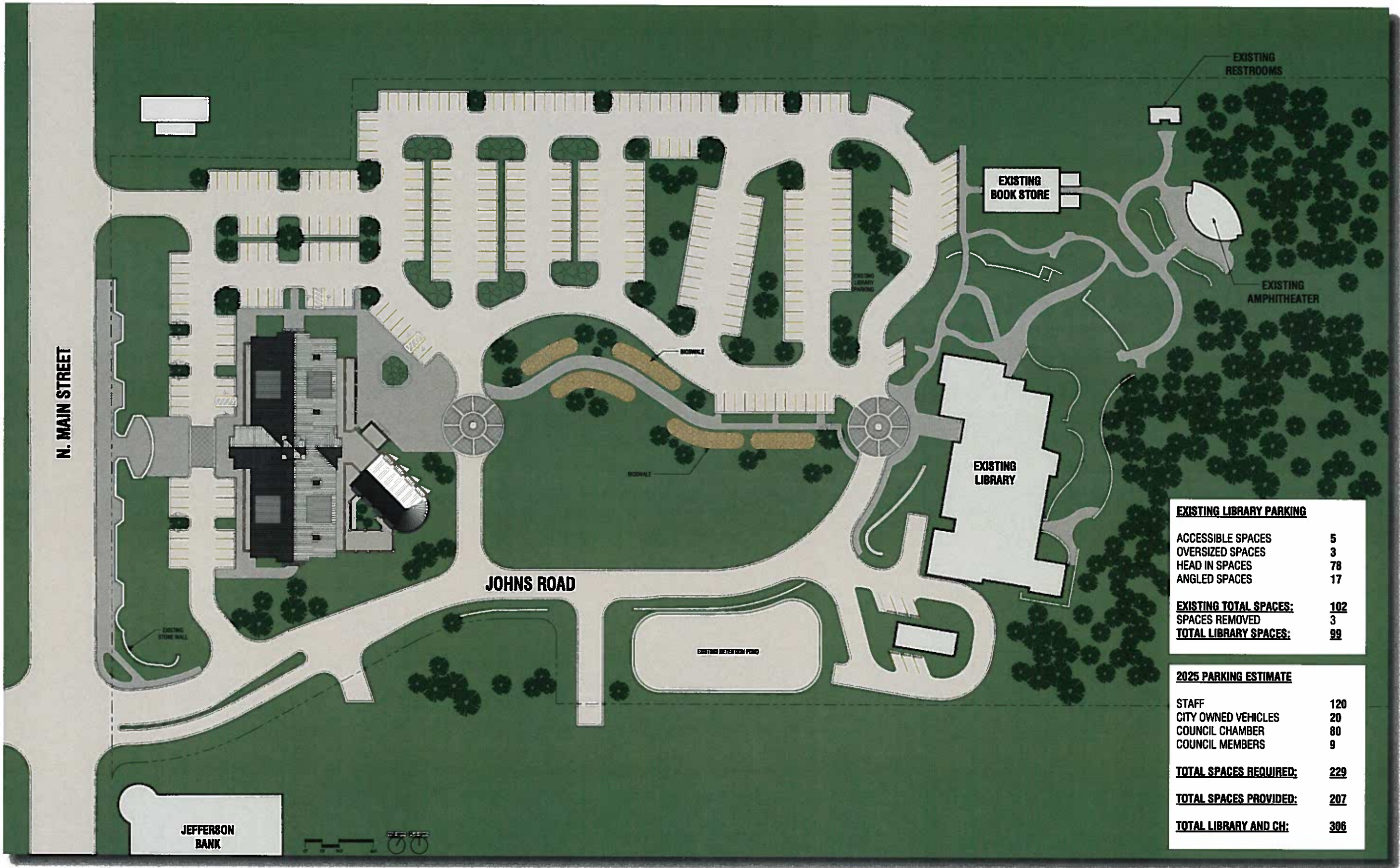
Remarks	
1	Program Grossing Factors assumed prior to Conceptual Planning are applied to Year 2018 Program
2	Actual Calculated Conceptual Plan Grossing Factors are applied.
3	"Unassigned Shell Areas" in 2018 Program and Conceptual Design columns are not carried into the Future Program years. It is assumed these "unassigned" areas will be used for the future growth needs accounted for in the individual departments.
	Shaded columns represent calculated values from the Conceptual Design Plans included in this document. Proposed Year 2018
	Shaded columns represent values from the Conceptual Design Plans + Future Program Needs beyond Year 2018











C

ONCEPTUAL DESIGN

VIEW FROM MAIN ST. & JOHNS ROAD



C

ONCEPTUAL DESIGN

VIEW FROM JOHNS ROAD (SOUTH)



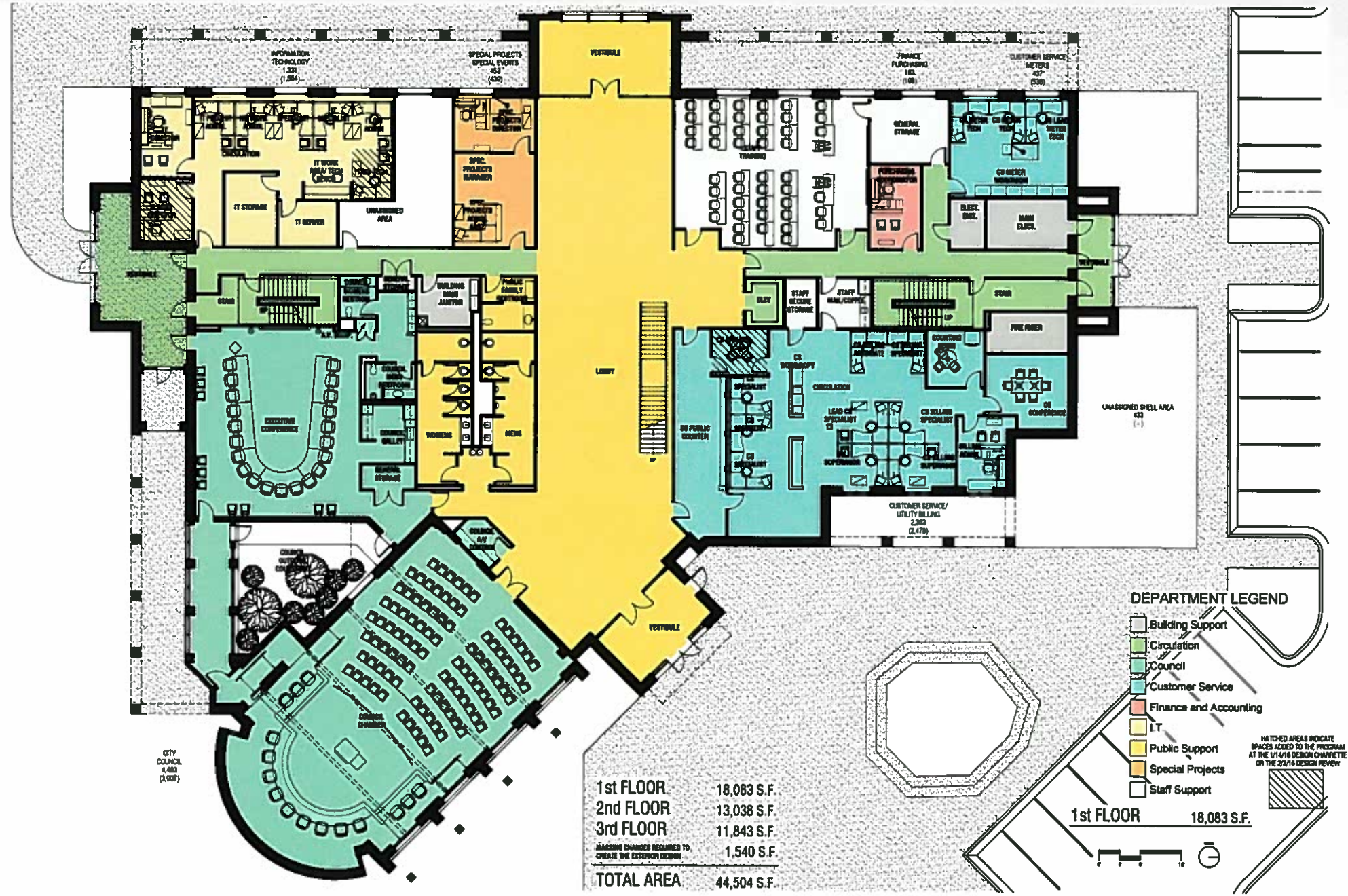
C

ONCEPTUAL DESIGN
VIEW FROM NORTHWEST



C

ONCEPTUAL DESIGN



C ONCEPTUAL DESIGN



DEPARTMENT LEGEND

- Building Support
- Circulation
- Code
- Planning
- Public Support
- Public Works
- Staff Support

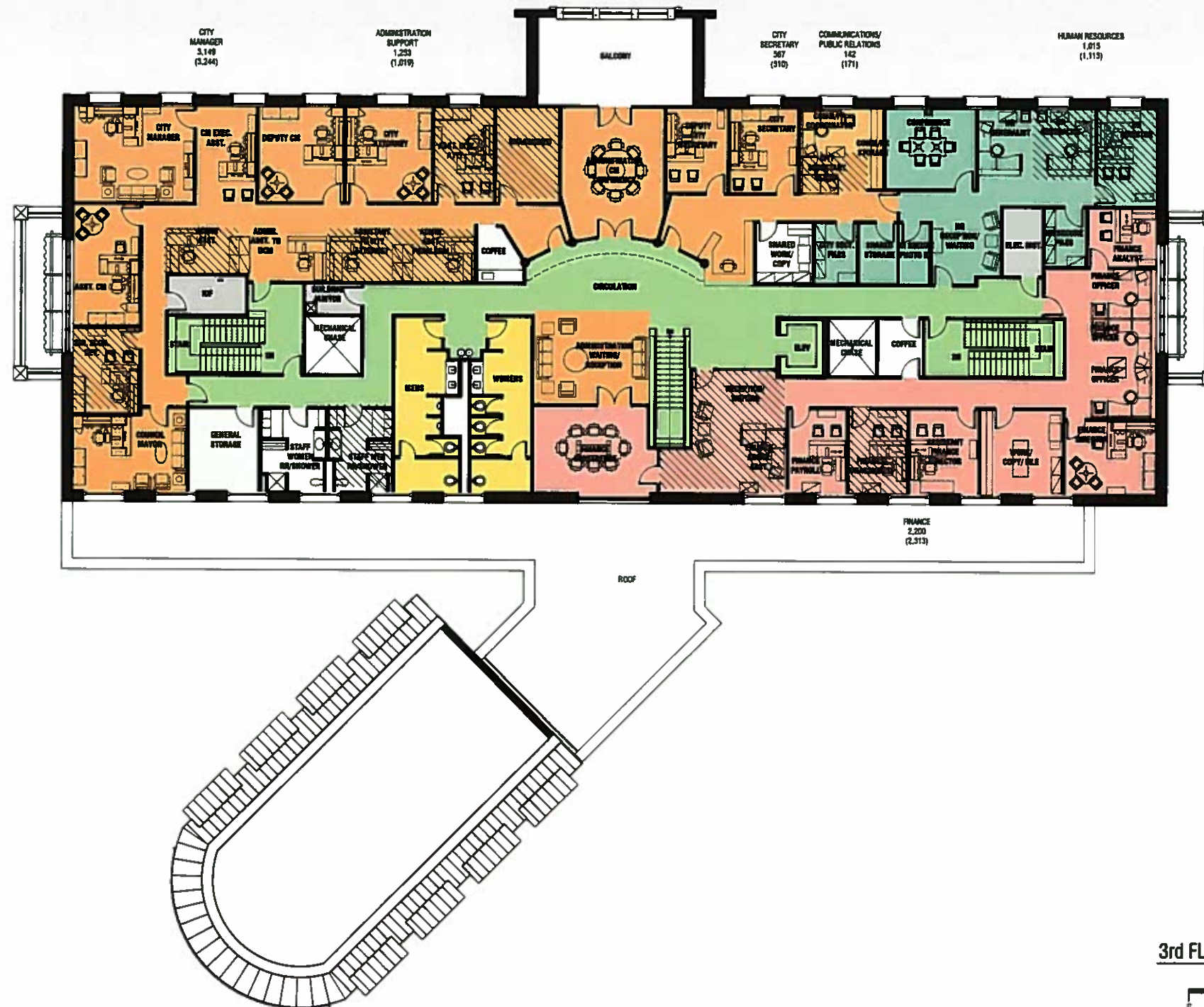
HATCHED AREAS INDICATE SPACES ADDED TO THE PROGRAM AT THE 1/14/16 DESIGN CHAIRMETTE OR THE 5/3/16 DESIGN REVIEW

2ND FLOOR 13,038 S.F.



C

ONCEPTUAL DESIGN



DEPARTMENT LEGEND

- Building Support
- Circulation
- Finance and Accounting
- HR
- Public Relations
- Public Support
- Staff Support
- Town Admin

HATCHED AREAS INDICATE SPACES ADDED TO THE PROGRAM AT THE 1/14/16 DESIGN CHAIRPOTTE OR THE 2/3/16 DESIGN REVIEW



3rd FLOOR 11,843 S.F.



DESIGN NARRATIVE

Boerne enjoys healthy growth along with the tourism that comes from being a gateway city to the Texas Hill Country. Boerne's close proximity to its large metropolitan neighbor brings residents eager to escape the big city for the beauty and quiet of the Hill Country. Boerne is in a prime location to be able to take advantage of its location to build its stature within the region. It is also the county seat of Kendall County. The new City Hall will help create the statement that Boerne is investing in its own future.

The 2014 population of Boerne was 12,835, up nearly 600 citizens from the previous year and nearly 2,300 from the 2010 population of 10,603. At the same growth rate of 550 new citizens per year, when the new City Hall opens in 2018 the population of Boerne would be over 15,000.

A city hall is the place where a city's important business is conducted. The design concept for Boerne City Hall has the new building prominently located along N. Main Street. The site and location portray a feeling of strength and stature that a center for local government warrants.

Based on the enclosed Program of Requirements and Conceptual Design, the building will be approximately 44,500 square feet and three stories tall. The site is a short distance north of historic downtown. The new City Hall will anchor the north end of the Hill Country Mile, sharing the campus with the Patrick Heath Public Library that is located on the east end of the City Campus site.

SITE PLANNING CONCEPT

The City Hall will be located on the west end of the City Campus site at the northeast corner of N. Main Street and Johns Road. Johns Road will be the main vehicular access to City Hall. A secondary drive entrance is proposed at the northwest corner of the site to facilitate ease of access and provide for improved emergency access. A Pedestrian Promenade with seating areas, pedestrian lighting and landscaping are envisioned by the Design Team as the connection between City Hall and the Library. Existing heritage oaks on the west end of the Promenade will be preserved and augmented with new trees along the Promenade. As a sustainable initiative, it is hoped that trees can be relocated to

this site from the lower end of the Library site, other sites the City currently owns (or purchases in the future), or from developer sites that are being cleared in the City.

An existing stone pedestrian walkway along Main Street provides a visual base for the building. Existing Steps leading to City Hall from the Main Street stone walkway will likely need to include an accessible ramp to allow approach to the building from an "accessible route". The Design Team envisions a new pedestrian plaza being developed between the Main St. portal and City Hall.



the Hill Country, is steeped in the architecture and traditions of its early German settlers. Due to the abundance of the region's natural limestone and timber these materials became the trademarks of the Texas Hill Country.

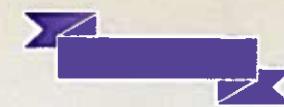
The early German settlers constructed buildings and homes of thick stone and mortar. Thick stone blocks provided natural climate control inside the buildings at a time before wall insulation and mechanical conditioning were known. Tall rooms and operable punched wood windows were used

PARKING

Parking for City Hall is located primarily northeast of the building. A few visitor spaces have been provided on the west side of the building near the ceremonial entrance. The existing Library has 99 parking spaces while the new City Hall adds another 207 parking spaces for a total of 306 spaces on the site. The existing Library established a concept of small parking areas broken up by landscaping which the proposed City Hall plan embraces.

EXTERIOR BUILDING DESIGN

Boerne, like many municipalities in the Hill Country, is steeped in the architecture and traditions of its early German settlers. Due to the abundance of the region's natural limestone and timber these materials became the trademarks of the Texas Hill Country.



D ESIGN NARRATIVE

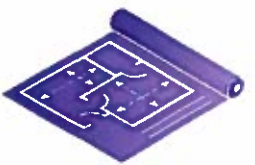
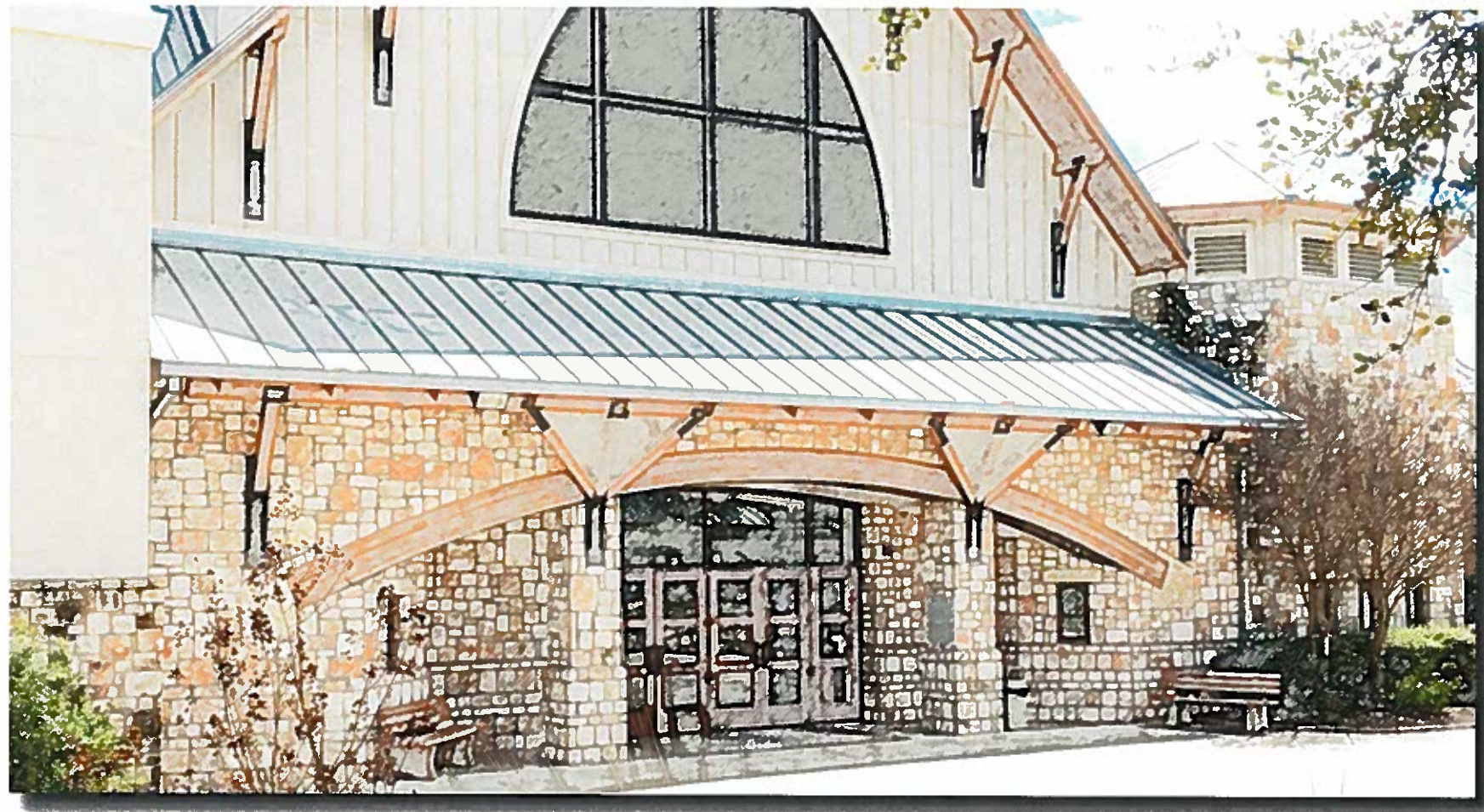
to create passive air flow through the buildings. Multi-light windows were used due to fabrication and transportation limitations of glass at the time. Sheet metal roofing and shading devices were frequently used for economic benefits.

Prior to designing the City Hall RSA's Design Team traveled to Boerne for 3 days to immerse ourselves in its architecture, culture and traditions. During that time we spent significant time researching the history of Boerne and its architecture both in the Library and by touring many buildings studying the architectural fabric.

RSA's design philosophy revolves around "Contextualism and Timeless Architecture." Our proposed design for the Boerne City Hall reflects what we observed to be the DNA of Boerne architecture during our immersing experience there and from numerous discussions held with City staff about its history.

MAIN STREET & CEREMONIAL WEST FACADE

The west facade incorporates downtown Boerne's contextual fabric of rough hewn and honed limestone punctuated with punched openings and a standing seam metal roof. The first floor of the building extends to welcome visitors with a 10' clear arched colonnade covered walkway. A projected grand entrance feature faced in limestone with glass curtainwall and a carved wood entry greets visitors from Main Street. Two additional floors of punched window openings with multi-light windows and cast stone lintels are capped with a zinc colored standing seam metal roof. The metal roof is broken up by a central cupola and clock tower, clerestory windows and functioning chimneys which will be used for fresh air intake and exhaust of the mechanical equipment in the attic space. The design of the Main Street façade is highly contextual, incorporating important elements of Boerne's architectural DNA found in the historic downtown and reflective of the building's civic purpose.



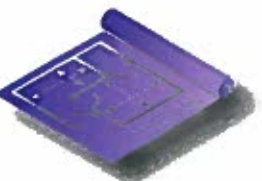
DESIGN NARRATIVE

MUNICIPAL CAMPUS EAST FACADE

The context on the east side of City Hall is decidedly more modern consisting of the Heath Public Library which was recently completed. As a result, RSA's design for the City Hall's east façade incorporates cues from the Library while infusing new elements with similar finishes. For example, the main portal entering City Hall on the east is a modern interpretation of the west entrance element clad in zinc panels to match those used on the Library. A subtle arch and keyway atop the 2 story curtainwall entrance is fabricated in the zinc panels as a reference to the traditional stone arched lintel used on the west entrance.

At the second floor, double door punched openings with arched and flat cast stone lintels provide access to outdoor verandas and views for employees. A large curtainwall window provides views for executive level visitors to the Pedestrian Promenade and activities occurring between City Hall and the Library.

Special attention has been paid to the design of the Council Chambers envelope incorporating horizontal zinc metal panels between courses of rough hewn limestone, resulting in a "banded effect". The intention of this use of materials is to transition from the traditional stone vernacular on the west side of the building to the modern materials and forms on the east side. Shed roofs at the transom windows and triangular shaped shading devices above the curtainwall windows of the Council Chambers add to the interest and playful architectural forms used on the east facade.



D

ESIGN NARRATIVE

INTERIOR BUILDING PLANNING GROUND FLOOR:

The City Hall is composed of numerous functions and departments. The most public venues are the Council Chambers and the Customer Service Department. These are to be located on the ground floor for easy public visibility and access from the main lobby. This will support a feeling of openness, friendliness and ease of access to City government. The Council Chambers occurs at the southeast portion of the building. It is pulled away from the primary rectangular building massing so that it can provide a tall voluminous space reminiscent of historic German buildings. It will seat up to 90 persons in the audience. Executive staff will be seated on both sides of the main dais which seats the Council. The curved dais allows council members to see one another as well as their constituents.

A high tech audio-visual system will be provided for the Council Chambers. Large high definition monitors will be employed to allow citizens, council, and staff to view presentations being made. Council members will have high definition monitors and microphones at each seat on the dais. An acoustician should be engaged for the project to insure the space is protected from outside noises and that the acoustics of the space reinforce clearly understandable communication.

A direct exit behind the dais leads to another emergency exit and the adjacent Executive Conference Room. This space is designed to seat 21 persons at a U-shaped conference table with additional seating for 10 staff and visitors. A large high definition monitor is mounted on the wall opposite the U-shaped table. The Executive Conference Room is for the purpose of holding Executive Sessions for the Council and will be used for Executive Staff meetings during other times. This space will need to employ acoustic isolation to insure that sensitive topics being discussed cannot be overheard beyond the space.

The Executive Conference Suite includes a Galley Kitchen to stage catered meals for Council, two single occupant rest rooms, a small locker area to house council member's belongings and a small general storage room.

The ground floor includes a large informal Training/Multi-purpose Room seating 48 persons at training tables. The space will function as a staff training room (mud room), and meeting room that is less formal than the Council Chambers. The space may also be used for voting, pre-bid room, or other multi-purpose civic functions. This room has direct access off the building Lobby for public meetings and an entrance from the first floor north corridor to an exterior door. A door has been provided between the Lobby and north corridor to allow contractors to attend meetings in this room with soiled shoes so they will not soil the floor of the building Lobby.

Overall the building houses ten meeting spaces distributed throughout the three floors. These spaces range from the large 80 seat formal Council Chambers described above, to the 48 seat informal Training/Multi-Purpose Room, to the formal Executive Conference Room, to seven Conference Rooms ranging from 4 to 12 seats.

The Customer Service Meter Room, is located at the northeast corner of the first floor with close access to the remainder of the Customer Service Department and access to the north building entrance to facilitate meter deliveries. This department includes a lead meter technician, two meter technicians, a work bench and a storage area for electronic metering devices.

Other functions located on the ground floor include Information Technology, Special Projects/ Special Events, and a small area of unfinished shell space to allow for future growth. These spaces are located in the southwest quadrant of the building. Public rest rooms on the ground floor are oriented so that they are easily accessed from the public Lobby/Great Hall and Council Chambers.

The building Lobby/Great Hall is a 2 story atrium that provides and appropriate public lobby space and immediate orientation to departments for citizens. The lobby bisects the building from west to east with main building entrances.



D

ESIGN NARRATIVE

SECOND FLOOR:

Located on the second floor are the departments of Public Works, Planning, and Code Enforcement. These three departments work to shape and mold the City's built environmental and interface with developers, designers, engineers and constructors of the City's infrastructure. They require public access and are located immediately adjacent to the Lobby/Great Hall stair and the elevator.

Adjacent to the second floor lobby there are two conference rooms shared by Public Works, Planning and Code Enforcement. The larger conference room seats 12 persons, occupies a prominent location on the second floor and overlooks Main Street. The smaller conference room is located on the north side of the larger room. Both are accessed off the public second floor lobby directly behind the jointly used waiting area for these departments.

Public Works is the largest department on the second floor and occupies most of the south end of the floor wrapping around the central core elements. The public interface for the department is a service counter that is immediately visible from the elevator and Lobby/Great Hall stair. Workstations are located adjacent to the service counter with private offices provided along the exterior walls on the west, south and east sides of the main building.

Planning occupies the northwest quadrant of the second floor accessed near the elevator and grand Lobby/Great Hall stair. Visitors are greeted by the department administrative assistant. The Director, Assistant Director and Planners occupy offices and workstations along the exterior building wall.

Code Enforcement is located in the northeast quadrant of the building. It includes an enclosed public counter with a clerk to greet visitors and a walk up area for staff to interact with them. Staff workstations and offices line the east exterior wall. The work/copy, plan review and file areas are located in the interior portion of the suite.

A staff breakroom and kitchen serving all employees in the building is located in the southeast quadrant of the building. This area is situated in a less visible area of the second floor to allow privacy for employees when on break. The kitchen area will include a sink, ice machine, dishwasher, oven (no cook top), microwave, and refrigerator.

THIRD FLOOR:

The third floor of the building houses departments with the least amount of public traffic. The third floor is accessed via the Lobby/Grand Stair and elevator but is not open to the Lobby/Great Hall.

Arriving at the third floor, visitors will be greeted by the administrative clerk for the City Secretary at a reception desk. A combined Executive Waiting Area is located at the third floor lobby that serves the City Administration, City Secretary and Economic Development.

Above the third floor Lobby and Executive Waiting Area, natural light will enter those spaces via clerestory windows in the central cupola/clock tower.

The south half of the third floor houses the City Administration Suite.

The City Manager, Mayor's Office, Deputy City Manager, Assistant City Manager, City Attorney and Economic Development Director are located along the exterior of the building perimeter. The City Manager's Conference Room occupies a prominent location facing Main Street below and directly off of the third floor lobby thereby reducing the amount of outside traffic entering the City Administration suite.



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ESIGN NARRATIVE

The City Secretary's suite is located north of the third floor Lobby. It includes the main work/copy area for all of the third floor other than Finance. The City Secretary suite includes the Communications/Public Relations Coordinator office and has a connection with Human Resources located at the northwest corner of the third floor.

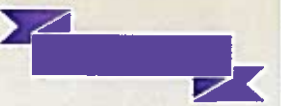
Finance is located on the northeast quadrant of the third floor with workstations and offices located along the east and north walls to take advantage of natural light. The Finance Conference Room is located on the east side of the third floor Lobby area with access to an outdoor terrace.

On all floors the building support spaces, mechanical shafts and emergency exit stairs are located in a central core north and south of the central lobby. Since these are normally unoccupied spaces, they were placed in the center of the building so that occupied spaces could be located on the exterior windows. Most workstations and offices are located along the exterior of the building. The few that are inside the perimeter are normally in more open areas with access to natural daylight.

BUILDING CONSTRUCTION

The final building foundation system will not be determined until a geotechnical investigation takes place and geotechnical engineering recommendations are made. The foundations is anticipated to consist of concrete grade beams on piers to a depth determined by the sub-surface soil conditions. Other systems may be allowed and/or required. This will depend on the presence of rock, expansive soils, and depth of bearing strata.

The main superstructure of the three story portion of the building will be of non-combustible material. This would be either concrete or steel. For buildings of this size and height, steel is normally the most effective system. A steel frame structure would likely employ a composite floor



DESIGN NARRATIVE

design with "red iron" framing supporting structural metal deck and concrete slabs. Roof structure is likely to be steel joist framing though it may contain heavier structure to accommodate attic mechanical equipment.

The Council Chambers is a tall one and a half story portion of the building that sits to the east of the main building. The Chambers is anticipated to be constructed of heavy timber roof trusses with stone pilasters, wood paneling and stone walls. The Council meeting space will require some sound absorbent surfaces as defined by an acoustician. This will control reverberation times within the space. We anticipate the Council Chambers and Executive Conference Room floors to be carpeted. This will limit disturbances from the shuffle from the audience when council agenda items are completed.

The exterior envelope will be of cavity wall construction with insulated light gage metal stud framing. An air barrier will be used along with continuous insulation to meet energy code requirements and provide an energy efficient enclosure. The metal standing seam roof will be mechanically attached over a self healing water barrier membrane. This roofing is anticipated to be fastened to a fire treated composite wood deck over continuous insulation board on structural metal deck.

Interior finishes will be more thoroughly defined as the design progresses and the budget is established. The Lobby space will employ durable high quality finishes. Lobby flooring will be terrazzo or large format natural stone tiles. Walls in the Lobby will incorporate wood paneling, stone and other special finishes. Public corridors will be of abuse resistant drywall with vinyl wallcovering and a continuous chairrail.

The City Administration Suite will be provided with upgraded finishes. These could include natural finished wood paneling, base, chairrail and crown moldings. Wall coverings, painted drywall ceilings, carpet borders and wood flooring may be other options for consideration.

Generally, the interior offices, breakroom, training room and other work spaces will be painted drywall, carpet flooring, and acoustic grid ceilings. Where warranted, chairrails, wallcoverings,

painted gypsum ceilings, or other upgrade products will be employed. Conference rooms will include chairrails to protect walls from damage by conference room chairs.

Public restrooms will have large format porcelain tile walls and floors. Should budget be a controlling factor, some rest room walls, away from wet fixtures, may be of vinyl wallcovering. Ceilings will be painted drywall.



transformer and the Main Electrical Room.

The Main Electrical Room is located on the first floor at the north end of the building and contains the primary building panel and related gear. Once past the main panel(s), power is fed into the first floor Electrical Distribution Room and via electrical risers to the second and third floor Electrical

For this study, the building mechanical system has been assumed to consist of ground mounted chillers providing chilled water to air handling units located in the attic above the third floor. Fresh air will be brought into HVAC units located in the attic and distributed to VAV boxes in the individual spaces. Heat will be provided by electric heating elements located in the VAV boxes. The attic air handling units will be strategically located near mechanical chases planned into the building on each side of the main lobby. As the project moves forward other mechanical systems may be considered and discussed with the City. The goal will be to provide the best combination of economical operation and maintenance free systems possible within the City's budget.

Underground electrical service is available along the northern edge of the site. The electrical system will feed underground to the building from a ground mounted transformer located on the north end of the building. A pad mounted transformer will be located close to the building to limit the length of expensive secondary conductors running between the



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Distribution Rooms. Those rooms house the electrical panels providing power and lighting for each floor and to the exterior site lighting.

Internet service will feed into the building via a fiber connection from the Library. That service will travel underground and be routed underground into the main server room located on the first floor at the Information Technology Department. Beyond the Server Room, Intermediate Distribution Frames (IDF) Rooms are stacked on the second and third floors directly above the Server Room. Cabling will be routed from the Server and IDF Rooms to each workstation or other required location providing data and phone connections. The building will have Wi-Fi access requiring Wireless Access Points at locations within the building as directed by Boerne's IT Director.

Several spaces will include varying levels of audio-visual technology. The Council Chambers will require the most robust AV system including large high definition monitors located behind the dais to allow the audience to view exhibits as they are being presented. A mid-sized high definition monitor will be placed on the Council side of the presenter's podium. This will allow council members to see the presentation while facing the audience. In addition, each council seat will have a small built-in monitor to display the presentations and allow Council access to other documents.

Microphones will be provided for the presenter at the podium and for the staff seating on either side of the Council dais. The Mayor will have a special silencing control button for all microphones on the dais. There is an AV Room at the rear of the Council Chambers for the AV control person to see the monitors and control the presentations. Most of the sound and video processing equipment will be located in this room.

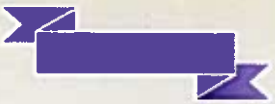
The Executive Conference Room is laid out so that all persons sitting at the U-shaped table can see the large format high definition monitor at the front of the room. Microphones and other technology will be provided for recording purposes. The Training/Multi-purpose Room will include a large format high definition SMART Board and dry erase marker boards. Sound enhancement may also be considered for presenters.

Conference and meeting rooms will be individually considered for high definition SMART Board monitors, dry erase marker boards and projection screens. These needs will be considered in the Schematic Design phase.

An NFPA Type 13 fire suppression system will be required throughout the building. The Fire Riser Room, located on the first floor at the north end of the building, will provide the entrance point and valve structure for the fire suppression system. Should a future pressure test reveal the need for a fire pump, it will be located in this room. A building wide fire alarm system will Interface with the fire suppression system to alert all occupants of emergency conditions requiring evacuation. The fireman's control panel will be located as determined in consultation with the City's Fire Marshall.

In summary, the above described building will provide the citizens of Boerne with a high quality, long lasting and proud symbol of its City government that will accommodate the City of Boerne for many decades to come. The design will allow for near term expansion within the proposed building and allows opportunities for future building expansion if such need arises in the distant future.

[City Hall Site](#)



SUMMARY

RSA's professional goal is to provide designs that are so contextually dependent on the native architectural fabric and culture of their community that they would not be appropriate in any other city, or even on any other site than the one we specifically design them for. We believe we have holistically achieved this goal on the enclosed Boerne City Hall Needs Assessment & Conceptual Design. The Design Team at RSA spent a great deal of time immersing ourselves in the City of Boerne architectural fabric during the Needs Assessment and Conceptual Design process. One of our design team members spent a great deal of time in the City in prior years and provided significant insight into the City's culture and architectural heritage. In addition to the many trips our team made to the City during the Needs Assessment Phase, the Design Principal and another designer spent three days in the City studying the architectural fabric, attending a festival and sketching conceptual design solutions.

The result of our research and immersion in Boerne is a City Hall conceptual design that is unmistakably Boernesque, civic and reflects the architectural fabric of this wonderful Hill country community with its multi-cultural heritage. As one can see from the inspirational images collage provided in the Needs Assessment, the proposed design incorporates many locally recognizable architectural elements. The proposed solution also seeks to create a "Municipal Complex" on the site with architectural relevance to the Library and a pedestrian connection between the two. Our vision for the Council Chambers, which we look forward to sharing with the City in the next phase of work, is that of a "Great Hall" with many of the qualities found in local historic buildings. The proposed Boerne City Hall will be a one-of-a-kind facility that will unquestionably bring Boerne significant recognition from its peers as it serves elected officials and constituents over the next 75-100 years. Randall Scott Architects is pleased to submit the enclosed Needs Assessment and Conceptual Design for the Boerne City Hall. We would be honored to continue working with the City on the continued design of this magnificent project.